

REQUEST FOR GSFC TEMPORARY BADGE UNESCORTED ACCESS FOR U.S. CITIZENS

Refer to GPR 1600.1, Goddard Security Requirements



All GSFC employees, contractors, and visitors are required to display a NASA badge or GSFC badge while on Center. Temporary badges are issued to visitors for unescorted access in accordance with GPR 1600.1. Requests for long-term and after-hours temporary badges require approval at additional management levels.

This form is designed for a limited number of names; additional names and other required information may be included on an attached sheet of paper. Any continuation page(s) must include the same visitor information and the name and phone number of the requestor. **Please complete all fields.**

Visitor Name (Last, First, MI)	Company or Organization Affiliation	Dates of Visit (To/From)	Building and Room Numbers To Be Visited	After hours Access Required
				YES NO
				YES NO
				YES NO
				YES NO
Purpose for Temporary Access				
Impact if request is not granted				

POINT OF CONTACT INFORMATION

By signing below I certify that:

1. Each cited individual is a U.S. citizen. [NOTE: This form may not be used for visits by foreign nationals, including Permanent Resident Aliens (i.e., individuals possessing green cards). Visits for foreign nationals must be arranged through the International Visit Coordinator];
2. The badge will be valid ONLY during the hours specified and for the stated purpose;
3. I am responsible for the actions of each visitor I sponsor while he/she is on the Center;
4. I have read and understand responsibilities of both a sponsor and a visitor and that failure by me or the visitor to follow those responsibilities may result in termination of my sponsor privileges and possible disciplinary action.

NAME	SIGNATURE	DATE
CODE/EMPLOYER	BUILDING	ROOM
NASA OR GSFC BADGE NUMBER		PHONE NUMBER
EMAIL ADDRESS		

ADDITIONAL APPROVAL

APPROVAL OFFICIAL NAME	FAX NUMBER	PHONE NUMBER
APPROVAL SIGNATURE	TITLE	DATE

FOR SECURITY OFFICE ONLY

APPROVED	DENIED
REASON REQUEST DENIED:	
SECURITY OFFICE REPRESENTATIVE NAME:	SIGNATURE
DATE	
ADDITIONAL INFORMATION/COMMENTS:	